

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Secretary					NF					0318					03					SN					12-31-01				
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature					Date					Signature					Date																			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM PCS Secretary Series, GS-0318, TS-64 Jun 82, TS-34 Jan 79																								
Signature					Date					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date		Initials		Date														
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks																																		

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE : Secretary POSITION NUMBER 01-0137 JOB SERIES : 0318 PAY LEVEL: NF-3 Summary Of Duties:

Provides administrative and clerical support to the MWR Director, Deputy Director and/or equivalent. Receives and screens telephone calls and visitors, determines those which can be answered personally, and refers others as appropriate. Assembles background materials, reports and statistical data pertaining to meetings, briefings, etc. Prepares detail or summary reports of meetings. Makes arrangements for meetings including space and time and notifies those who are to attend of the topics to be discussed. Reviews incoming and outgoing correspondence for proper format, conformance with procedural instructions, grammar, and typographical accuracy. Prepares and types correspondence using established procedures. Edits correspondence for correct spelling, grammar, clarity of expression, accuracy and consistency of facts and appropriate tone. Reads incoming correspondence, publications, regulations and directives to identify points of interest for the Director, Deputy Director and staff. Establishes and maintains superior's office files. Handles matters of a confidential and sensitive nature. Makes travel arrangements for Director and Deputy Director, and prepares completed travel vouchers and reports. May provide advice to secretaries in subordinate branches concerning such matters as reports and correspondence. Maintains the Director's calendar. Performs other duties as assigned.

Minimum Qualifications:

Three years of progressively responsible office experience which demonstrated possession of the knowledge, skills and abilities to perform the duties outlined above. Ability to communicate effectively both orally and in writing and to deal with people. Must be skilled in the use of a personal computer, various software programs, and be a qualified typist.